EYES ONLY

A

MEMORANDUM FOR :. All Deputy Directors and Staff Chiefs

SUBJECT : Internal Management Review of the
Office of Security

PURPOSE : Review and designate by order of
priority OS activities in consonance
with approved OS organization,
mission and functions as prescribed
in [REDACTED] **STATINTL**

OBJECTIVE : To meet potential personnel and
budgetary limitations by end of
FY 1974 and subsequent fiscal
year operations.

SCOPE OF REVIEW : Study the overall organization and
the need for current manning re-
quirements, i.e., determine
balance between professional vs.
clerical positions; necessity for
deputies; contract vs. staff
positions; consolidation of
secretarial requirements to
include, if required, reserve
secretarial backup; consolidation
of related organizational components;
SOP's; documentation processing
and handling; and, other related
items. (Suggest additional matters
be included as result of initial
discussion.)

EYES ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

EYES ONLY

FREQUENCY OF REVIEW: Initial meeting scheduled for
1000 hours, 8 August 1972,
followed by additional meetings
to complete initial review.
Subsequent meetings will be
held semi-annually during
each fiscal year to determine
if shift in OS priorities should
be made to meet current or
future personnel ceiling or
budgetary limitations.

APPROVING OFFICER   : Director and Deputy Director,
Office of Security will be briefed
upon completion of each review
and final approval of overall
priorities will be granted by
the Director of Security.

LOCATION   : The initial review will be held
in the Office of Security confer-
ence room. Subsequent meetings,
including semi-annual reviews for
purposes of analyzing OS overall
activities, will be held at

STATINTL
▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ for
approximately two (2) days and
will include presentation and
review of OS priority objectives
to the Director and Deputy
Directof of Security and final
approval by the Director of Security.

EYES ONLY

SUGGESTED FORMAT FOR SUBMISSION OF REPORT WHICH
SHOULD BE PROJECTED THROUGH THE PERIOD ENDING
FY 1974 WILL BE AS FOLLOWS:

Organizational Changes

Submit, if applicable, revised and current organizational
charts for each respective component. (Submit as Attachment I)

Other Management Improvements

With the objective of fulfilling in an effective and timely
basis OS functions and responsibilities, list: 1. All changes
which could improve and/or reduce time or effort in documenta-
tion, correspondence and form processing; 2. Coordination
requirements; 3. SOP's; as well as, 4. Any other management
work load factor. (Submit as Attachment II)

Personnel Reductions

Furnish numbers of positions and grades to be deleted,
if applicable, based on data contained in Attachments I and II,
referenced above. (Submit as Attachment III)

Monetary Savings

Except for salaries, furnish monetary reductions which
can be accomplished based on Attachment II, referenced above.
(Submit as Attachment IV)

OS Goals/Priorities Report

Upon completion of items referred to above (Attachments I
through IV), request each component prepare a list of objectives in
descending order of priority using format which is self-explanatory
and is contained as Tab C. (Submit as Attachment V)

OS GOALS/PRIORITIES
REPORT

GOAL	PRIORITY NO.	Is objective being performed as required by OS mission/functions STATINTL			COORDINATION		REDUCTIONS/SAVINGS	
		Yes	Partially	No	Internal	External	Personnel	Funds
Cite most important functions being performed, concluding with least important in accomplishing overall component mission.	Priority Nos. will be listed in descending order of priority (1, 2, 3, etc.)	Use check (✓) mark if affirmative	Indicate percentage being performed.	If response is No, indicate reason for performing function (i.e., requested by OSA, DDS&T, DCI, etc.)	In event low priority requirement is considered for cancellation, indicate Internal or External level of coordination required.		Reflect reductions or savings involved in event a 10% cut in budget is directed.	

EYES ONLY

ADMINISTRATIVE   ONLY